

**ADMINISTRATOR**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Purpose**

To provide administrative support to the association and clerical support the Board of Directors and association staff where necessary. This post will be considered for hybrid working.

**Responsibilities**

- All staff are responsible to the Manager.

**Principal duties**

- Keep the day book using VT transaction
- Pay bills and keep dates of annual and contract renewals
- Scan and file invoices and other communications
- Monthly payroll using Sage 50
- Take minutes at Board meetings
- Assist Manager with financial information for board meetings and fundraising
- Maintain a strict code of confidentiality.
- Record and pass on information appropriately, especially using the daily email system. Proactively keep up to date with information passed on by other staff.
- Follow the lone working guidelines.
- Operate at all times within the policies of the Association.
- Promote the services of the Association with statutory and voluntary agencies and with other groups and individuals.
- Other duties appropriate to the general character and responsibility of the post, to be determined by the Manager.

**Person specification**

**Essential skills**

- High standard of literacy and numeracy
- Previous relevant experience in the administration
- Strong ethical values in line with those of the organisation
- Able to work reliably on your own initiative
- Able to get on as part of a small, friendly team
- Previous experience in VT or similar accountancy software
- Previous experience in Sage payroll